



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0295

Position Title: Supervisory Technical Information Specialist

Office and Location: Information Resources Mgmt Section, New York, NY

Type of Position: Excepted Appointment

Series and Grade: GG-1412-14

Salary Range: \$109,022.00 – \$141,726.00

Promotion Potential: NONE

Opening Date: 05/27/11

Closing Date: 06/13/11

Supervisory: Yes

Security Clearance Required: If selected, must be able to obtain and maintain a Top Secret clearance.

Relocation Expenses: This will **not be paid**.

Area of Consideration: Applicants will be accepted from current and former Competitive Service and Excepted Service Federal employees, and people eligible under special hiring authorities.

Comments: (1) *This is an Excepted Service Position* (2) *Incumbent will be subject to random drug testing.*

“You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined.” Resume must contain information sufficient (detailed) to make a valid determination as to whether or not the specialized experience requirements for the grade level are met.

JOB SUMMARY: The Supervisory Technical Information Specialist, is the head of the eight-person Research Unit (RU) at the U.S. Mission to the United Nations (USUN). The RU is the principal repository of USUN documentation concerning United Nations (UN) related foreign policy initiatives, negotiations and decisions, as well as documentation of UN actions and history. The RU provides comprehensive research services spanning the full scope of USUN and UN-related international political, economic, social science, legal, financial and administrative matters.

The incumbent is responsible for ensuring that USUN documentation and records of continuing and historical value are archived and readily available for research and reference. S/he is also responsible for the professional development of the RU staff and the on-going evaluation and enhancement of data systems that support archive and research programs. Serves as USUN's Record Authority and represents USUN to a variety of USG records and archival entities.

MAJOR DUTIES:

- Serves as USUN's principal advisor on records management and archival research; implements the Federal Records Act at USUN.
- Plans, develops, implements, monitors and evaluates information technology programs and projects.
- Directs staff research; determines the relevancy of documentation; ensures quality of staff abstracting, indexing and cross-referencing.
- Plans and conducts in-depth original interpretive research studies and written analyses.
- Supervises staff; establishes work priorities; delegates responsibilities; evaluates performance; promotes staff professional development and oversees training plans.

Supervisory: This position has supervisory/managerial responsibilities. A one-year supervisory/managerial probationary period is required upon selection/placement. This may be waived if the selectee has successfully completed the supervisory/managerial probationary period.

SELECTIVE FACTOR: In order to be considered for this position, you must have proven competency in working with automated data system applications that support archiving and research activities.

QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions): Applicants must have the required experience or education as described below and meet any selective factors, when specified.

BASIC REQUIREMENTS:

Applicants must have at least one (1) year or more specialized experience equivalent to the GG-13 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.

There is no substitution of education for experience at this level.

Qualifying experience will demonstrate:

Ability to plan, direct and coordinate research projects.

Communication skills, both written and oral.

Ability to maintain good working relationships with subordinates, peers and supervisors.

Demonstrated ability to perform records management functions in accordance with the Federal Records Act.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualification Section.

Resume must contain information sufficient (detailed) to make a valid determination as to whether or not the specialized experience requirements for the grade level are met.

Your qualifications will be evaluated on the following competencies (KSAs) and other characteristics and must be supported by information in your resume: **Leadership and management abilities, interpersonal skills, oral and written communication skills, substantive knowledge, initiative and judgement.**

Your resume serves as the basis for qualification determinations and in order to fully evaluate your application it **must** contain the information outlined in Applying for a Federal Job pamphlet (OF-510) <http://careers.state.gov/forms/of0510.pdf>. Your resume must highlight your most relevant and significant work experience and education (if applicable) as it relates to this job vacancy. You may receive credit for unpaid or volunteer experience on the same basis as paid experience, provided it is directly related to this job.

Failure to identify the required experience in your resume will result in loss of consideration. To receive proper credit, your resume must include: (1) knowledge of the subject matter and technical skills pertinent to the position; (2) examples of the specific duties performed that fully detail the level and complexity of the work for each job listed; (3) actual time spent in such activities (percentage of time worked in each position); (4) beginning and ending dates of employment (dates must be listed with both month and year for qualifying purposes); (5) frequency worked (i.e., daily, monthly, etc.); (6) number of hours worked; and (7) names and phone numbers of your current and/or previous supervisor(s). This information must be clearly identified in your resume. Applicants must meet all the qualification requirements and submit any supporting documentation by the closing date of this announcement.

You will be evaluated to determine if you meet the minimum qualifications required, and on the extent for which your application/resume shows that you possess the competencies associated with this position as defined. When describing your experience; experience must be reflective of the complexity of the knowledge you possess, the level of the people with whom you have interacted with, and the level of sensitivity of the issues you handled, etc.

If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED, MUST BE INCLUDED.

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible ***must submit a current performance appraisal*** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible ***must submit*** proof of eligibility.
3. All applicants claiming veterans' preference ***must provide*** proof of eligibility.
4. All other applicants (non-status) ***must*** submit information identified above.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 UN Plaza, New York, NY 10017, Attn: Human Resources Unit, Room-1229 E-mail address: USUNNYHRO1@State.Gov FAX 212-415-4393. FOR QUESTIONS ABOUT THIS JOB: Charlotte Mantzaris 212-415-4256

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/HR BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WOULD BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.